

CITY CLERK

MISSION STATEMENT

The City Clerk's Office is the historian of the City of Burbank government. The impartial office respectfully serves as the direct link to its citizens, to keep them informed of the actions of the City government.

DESCRIPTION

The City Clerk is an elected official who serves as Clerk to the City Council, Redevelopment Agency, Parking Authority, Youth Endowment Services (YES) Fund Board, Housing Authority and Public Financing Authority. The City Clerk's Office also conducts municipal elections, and consists of four divisions: City Clerk Services; Elections; Legal Advertising; and, Records Management.

The City Clerk is charged with maintaining all official records; keeping complete and accurate records of all City Council, Redevelopment Agency, and other related proceedings; maintaining the Burbank City Charter and Municipal Code; conducting all municipal elections as scheduled, as well as any special election which may be called; filing Campaign Statements and Statements of Economic Interests, as required by the

Fair Political Practices Commission (FPPC) and municipal law; publishing all ordinances adopted by the City Council, and advertising notices of hearings, bid openings, and other legal notices; administering the Records Management Program; and, maintaining a comprehensive annual historical collection.

CHANGES FROM PRIOR YEAR

In anticipation of a 5% inflationary increase for the 2009 Elections, the Department is requesting an additional \$11,320 spread over a two-year period (\$5,660 for FY 2007-08 and \$5,660 for FY 2008-09).

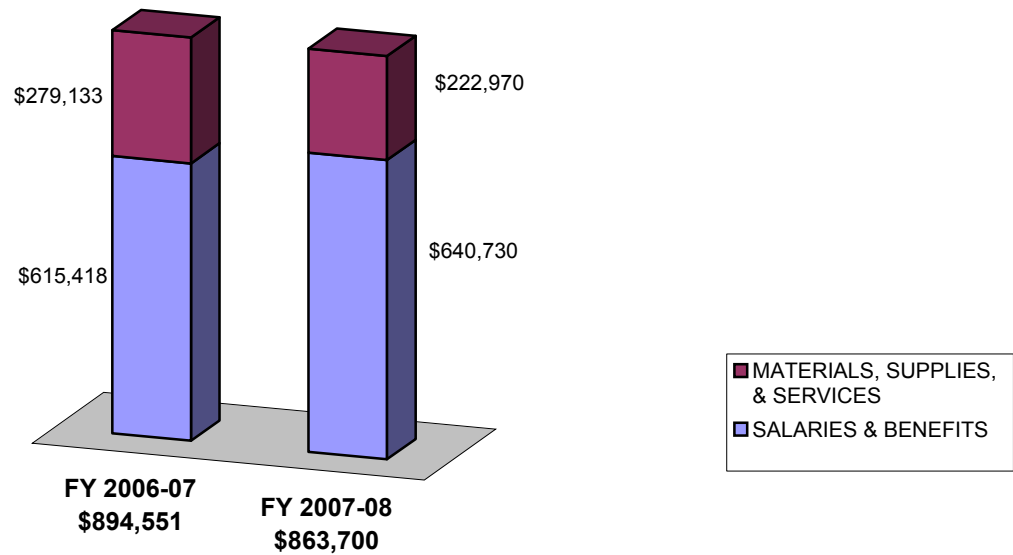
Overall, Materials, Supplies & Services decreased mostly due to the \$50,000 budgeted in FY 2006-07 for one-time costs related to the Charter review special election.

DEPARTMENT SUMMARY

	EXPENDITURES 2005-06	BUDGET 2006-07	BUDGET 2007-08	CHANGE FROM PRIOR YEAR
Staff Years	7.000	7.000	7.000	
Salaries & Benefits	\$ 570,642	\$ 615,418	\$ 640,730	\$ 25,312
Materials, Supplies, Services	320,340	279,133	222,970	(56,163)
TOTAL	<u>\$ 890,982</u>	<u>\$ 894,551</u>	<u>\$ 863,700</u>	<u>\$ (30,851)</u>

CITY CLERK

Department Summary



2006-07 WORK PROGRAM HIGHLIGHTS

- Reviewed the first draft of the reformatted Burbank Municipal Code (BMC). The BMC revisions are intended to enable easier maintenance as well as allow for the ability to effectively do research on-line.
- Distributed the reformatted BMC to the various departments for review.
- Completed conversion of older City Clerk records from microfilm into electronic data and began indexing converted documents into Libertynet, the Citywide Electronic Document Imaging System.
- Agenda information and Council action has been made available on the website in a timely fashion.
- Updated the BMC and distributed changes as soon as Ordinances became effective.
- Council minutes have been made available on-line as soon as they are approved by the Council.

2007-08 WORK PROGRAM GOALS

- Complete reformatting the BMC and make it available on-line.
- Implement the Granicus Media Manager Software that will allow for the electronic archival and play back of Council meetings.
- Complete the update of Chapter 11 of the Burbank Municipal Code (Elections Code)
- Continue to assist departments seeking to be included into the Libertynet system as it is expanded.
- Continue scanning and indexing all identified current City Clerk records and complete the indexing of converted older records into Libertynet.
- Continue providing excellent customer service to departments requesting records.

Services Division

001CC01A

The City Clerk Services Division prepares agendas and minutes for the City Council, Redevelopment Agency, Parking Authority, Youth Endowment Services Fund Board, Housing Authority, and Public Financing Authority, recording and indexing the actions of each, as well as agreements, deeds, franchises, grants, tract maps, and other official documents. All official documents are public documents, and this Division provides access to these records to the public, elected officials and other departments. In addition to serving the public by assisting with information and directions, this Division also maintains the Burbank Municipal Code and implements the requirements of the Fair Political Practices Commission.

OBJECTIVES

- Maintain all official records.
- Post notices of legislative meetings in compliance with the provisions of the Brown Act.
- Prepare and distribute agendas and minutes to elected officials, staff and subscribers, and provide copies at public facilities and on the City's webpage.
- Maintain the Burbank Municipal Code, providing quarterly revisions to staff and subscribers.
- Provide the public, City departments, and elected officials with general public information and specific record(s) research.
- Monitor all Statements of Economic Interests as required by the Fair Political Practices Commission and the City Conflict of Interest Code.

BUDGET HIGHLIGHTS

The Division continues to find ways to operate in the most effective and efficient manner. The discretionary budget has been maintained as in FY 2006-07.

DIVISION SUMMARY

	EXPENDITURES 2005-06	BUDGET 2006-07	BUDGET 2007-08	CHANGE FROM PRIOR YEAR
Staff Years	3.250	3.250	3.250	
Salaries & Benefits	\$ 280,213	\$ 302,203	\$ 316,830	\$ 14,627
Materials, Supplies, Services	65,556	57,223	52,625	(4,598)
TOTAL	\$ 345,769	\$ 359,426	\$ 369,455	\$ 10,029

Elections Division

001CC01B

This Division is responsible for conducting all phases of the election process for local municipal elections, and for any special election that may be called. The Elections Division is also responsible for coordinating voter registration services with Los Angeles County, and monitoring State legislation to maintain appropriate procedures and assure that Chapter 11 (Elections) of the Burbank Municipal Code is revised as necessary.

OBJECTIVES

- Conduct Primary Nominating and General Municipal Elections in 2009.
- Monitor campaign statement filings to comply with Fair Political Practices Commission regulations.
- Keep the City Election Code up to date.

BUDGET HIGHLIGHTS

In anticipation of a 5% inflationary increase for the 2009 Elections, the Department is requesting an additional \$11,320 spread over a two-year period (\$5,660 for FY 2007-08 and \$5,660 for FY 2008-09).

Overall, Materials, Supplies & Services decreased mostly due to the \$50,000 budgeted in FY 2006-07 for one-time costs related to the Charter review special election.

DIVISION SUMMARY

	EXPENDITURES 2005-06	BUDGET 2006-07	BUDGET 2007-08	CHANGE FROM PRIOR YEAR
Staff Years	1.300	1.300	1.300	
Salaries & Benefits	\$ 112,228	\$ 122,418	\$ 127,805	\$ 5,387
Materials, Supplies, Services	192,608	163,746	119,406	(44,340)
TOTAL	\$ 304,836	\$ 286,164	\$ 247,211	\$ (38,953)

Legal Advertising Division

001CC01C

The Legal Advertising Division arranges for the publication of all ordinances adopted by the City Council, and advertises other legal notices as required by law.

OBJECTIVES

- Prepare, publish, post and mail notices for all public hearings before the City Council, Redevelopment Agency and related bodies.
- Publish all notices for the Planning Board, bid openings, and other legal notices as required by law.

BUDGET HIGHLIGHTS

The Legal Advertising account covers the cost of advertisements as required for public hearings, ordinance publishing and other public notices. The Division maintained its discretionary budget to FY 2006-07 levels. However, the Division is experiencing a general increase in legal advertising costs.

DIVISION SUMMARY

	EXPENDITURES 2005-06	BUDGET 2006-07	BUDGET 2007-08	CHANGE FROM PRIOR YEAR
Staff Years	0.400	0.400	0.400	
Salaries & Benefits	\$ 31,719	\$ 33,978	\$ 35,499	\$ 1,521
Materials, Supplies, Services	38,325	35,000	35,000	
TOTAL	<u>\$ 70,044</u>	<u>\$ 68,978</u>	<u>\$ 70,499</u>	<u>\$ 1,521</u>

Records Management Division

001CC01D

The Records Management Division administers the Citywide Records Management Program for the entire municipal government, and maintains a historical records collection. This program includes records retention schedules, forms management, microfilming, filing systems and historical records.

OBJECTIVES

- Maintain the Records Management Program.
- Continue implementation of Records Management Program for the Burbank Water and Power Department.
- Analyze and expand microfilm applications.
- Train departmental Records Coordinators.
- Oversee the implementation of a Document Imaging/Management System to benefit the entire City in records/information management.

BUDGET HIGHLIGHTS

The Division continues to operate, maintain and expand the Libertynet Imaging System. The discretionary budget has been maintained as in FY 2006-07.

DIVISION SUMMARY

	EXPENDITURES 2005-06	BUDGET 2006-07	BUDGET 2007-08	CHANGE FROM PRIOR YEAR
Staff Years	2.050	2.050	2.050	
Salaries & Benefits	\$ 146,482	\$ 156,819	\$ 160,596	\$ 3,777
Materials, Supplies, Services	23,851	23,164	15,939	(7,225)
TOTAL	\$ 170,333	\$ 179,983	\$ 176,535	\$ (3,448)

Services Division

001CC01A

		EXPENDITURES FY 2005-06	BUDGET FY 2006-07	BUDGET FY 2007-08	CHANGE FROM PRIOR YEAR
STAFF YEARS		3.250	3.250	3.250	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 203,000	\$ 215,123	\$ 224,470	\$ 9,347
60006	Overtime	5,784	3,501	3,501	
60012	Fringe Benefits	70,604	82,079	87,359	5,280
60022	Car Allowance	825	1,500	1,500	
		280,213	302,203	316,830	14,627
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62170	Private Contractual Services	\$ 75	\$ 700	\$ 700	
62300	Special Departmental Supplies	1,013	1,400	1,400	
62310	Office Supplies	3,901	3,400	3,400	
62440	Office Equip Maint & Repairs	581	150	150	
62455	Equipment Rentals	3,392	4,000	4,000	
62700	Memberships & Dues	781	600	600	
62710	Travel	1,490	1,515	1,515	
62755	Training	1,505	2,000	2,000	
62895	Miscellaneous	303	600	600	
NON-DISCRETIONARY					
62220	Insurance	27,088	19,391	19,391	
62241.1000	Print Shop	213			
62485	F535 Comm Equipment Rental	5,943	4,505	4,933	428
62496	F537 Computer Equip Rental	19,271	18,962	13,936	(5,026)
		65,556	57,223	52,625	(4,598)
PROGRAM TOTAL		\$ 345,769	\$ 359,426	\$ 369,455	10,029

Elections Division

001CC01B

		EXPENDITURES FY 2005-06	BUDGET FY 2006-07	BUDGET FY 2007-08	CHANGE FROM PRIOR YEAR
STAFF YEARS		1.300	1.300	1.300	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 81,930	\$ 87,556	\$ 90,776	\$ 3,220
60006	Overtime	2,007	2,238	2,238	
60012	Fringe Benefits	27,916	32,624	34,791	2,167
60022	Car Allowance	375			
		112,228	122,418	127,805	5,387
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62170	Private Contractual Services	\$ 74,330	\$ 113,196	\$ 118,856	\$ 5,660
62170.1000	Special Elections	118,146	50,000		(50,000)
62310	Office Supplies		300	300	
62420	Books & Periodicals	132	250	250	
		192,608	163,746	119,406	(44,340)
PROGRAM TOTAL		\$ 304,836	\$ 286,164	\$ 247,211	\$ (38,953)

Legal Advertising Division

001CC01C

		EXPENDITURES FY 2005-06	BUDGET FY 2006-07	BUDGET FY 2007-08	CHANGE FROM PRIOR YEAR
STAFF YEARS		0.400	0.400	0.400	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 23,059	\$ 24,130	\$ 25,180	\$ 1,050
60006	Overtime	502			
60012	Fringe Benefits	8,083	9,848	10,319	471
60022	Car Allowance	75			
		31,719	33,978	35,499	1,521
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62530	Legal Adv / Printing Ordinance	\$ 38,325	\$ 35,000	\$ 35,000	
		38,325	35,000	35,000	
PROGRAM TOTAL		\$ 70,044	\$ 68,978	\$ 70,499	\$ 1,521

Records Management Division

001CC01D

		EXPENDITURES FY 2005-06	BUDGET FY 2006-07	BUDGET FY 2007-08	CHANGE FROM PRIOR YEAR
STAFF YEARS		2.050	2.050	2.050	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 105,505	\$ 112,269	\$ 114,093	\$ 1,824
60006	Overtime	82			
60012	Fringe Benefits	40,670	44,550	46,503	1,953
60022	Car Allowance	225			
		146,482	156,819	160,596	3,777
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62085	Professional Services	\$ 3,093	\$ 3,500	\$ 3,500	
62170	Private Contractual Services	2,025	900	900	
62300	Special Departmental Supplies	1,159	900	900	
62420	Books & Periodicals	15	168	168	
62440	Office Equip Maint & Repairs	228	350	350	
62700	Memberships & Dues	410	470	470	
62710	Travel	985	840	840	
62755	Training	140	650	650	
62895	Miscellaneous		200	200	
NON-DISCRETIONARY					
62470	F533 Office Equipment Rental	259	259	259	
62496	F537 Computer Equip Rental	15,537	14,927	7,702	(7,225)
		23,851	23,164	15,939	(7,225)
PROGRAM TOTAL		\$ 170,333	\$ 179,983	\$ 176,535	\$ (3,448)

CITY CLERK
AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2005-06	STAFF YEARS 2006-07	STAFF YEARS 2007-08	CHANGE FROM PRIOR YEAR
CITY CLERK	1.000	1.000	1.000	
DEPUTY CITY CLERK	1.000	1.000	1.000	
RECORDS MGT COORD	1.000	1.000	1.000	
MUNICIPAL RCDS CLERK	3.000	3.000	3.000	
CLERICAL WORKER	1.000	1.000	1.000	
 TOTAL FULL TIME	 7.000	 7.000	 7.000	
 TOTAL STAFF YEARS	 7.000	(7)	7.000 (7)	